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CONFERENCE SHEET

Job 155

25X1A
PROPOSED ISSUANCE: [REDACTED] PERSONNEL EVALUATION

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PREVIOUS ISSUANCES TO BE CANCELED: CIA Regulation
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COMMENTS: Concur subject to point raised in the attached memorandum from OCD. This memorandum reflects the major points which were raised by the Offices in the DD/I Area. It is believed especially important that paragraph 5.d.(1) be amended to require a special report upon the reassignment of employees only when a current report is not on file.

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Coordinating with m31 jrc
CONCUR: [REDACTED]

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(Signature)

DD/I

(Office)

7 July 1953

(Date)

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16 June 1953

MEMORANDUM FOR: Special Assistant (Admin.) for DD/I

SUBJECT: Proposed Regulation [REDACTED] PERSONNEL EVALUATION

1. OCD supervisors in general endorse the Agency's Personnel Evaluation program and agree that the Evaluation Report in most cases is producing the results for which it was intended. To maintain our supervisors' interest and enthusiasm in the program, however, we feel that the administrative procedures and controls must be kept simple and free from all possible duplication of effort. Numerous technicalities, special reports, and complicated procedures will tend to (1) submerge the main objective of the evaluation process, namely, the development and utilization of each employee's abilities and skills, and (2) destroy the positive approach which most of our supervisors now have toward the program. OCD, therefore, presents the following comments and suggestions:

Paragraph 5 a. & b - INITIAL REPORTS and ANNUAL REPORTS

Comment: Initial Reports must be forwarded to the Personnel Office within 15 days following the due date. Annual Reports must be forwarded within 30 days. To comply with this time schedule, in addition to deadlines required for special reports, would call for a complex control and follow-up system throughout several administrative channels. For smaller offices this time requirement may create no problem, but for OCD it is significant.

Recommendation: In the case of Initial and Annual Reports, establish the same date for forwarding to the Personnel Office.

Suggested time limit: within 20 days following the due date.

Paragraph 5 c (1) - Reassignment or Separation of Supervisor

Comment: Reassignment Reports required when supervisors depart are considered by OCD to be of little or no value in most cases.

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Reasons for this opinion follow:

- a. There is no obvious reason why such a report should vary in content from an Initial or Annual report already submitted by the same supervisor.
- b. A departing supervisor in many instances will lack the proper motivation for the purpose of the Career Program.
- c. If the supervisor leaves and is not available to write the report, the next in line of authority is expected to prepare one, according to the proposed regulation. This person next in line of authority would normally be the reviewing official. In many cases he would merely be writing substantially the same evaluation he had already concurred in earlier.

Recommendation: Require departing supervisors to prepare a report only for employees not yet evaluated by him on the Initial or Annual basis.

Paragraph 5 c (2) and 5 d. (1) - Reassignment of Employee and Proposed Reassignment of Employees

Comment: OCD objects to the duplication and confusion which the technicalities of these two provisions will create. One simple procedure should be sufficient to cover "Reassignment of Employee" as well as "Proposed Reassignment of Employees", whether transfers are within or between major components. Our views on this part of the regulation are based on the following:

- a. When an employee proposes to transfer, it is not known at that time whether he will be transferred within the DD/I area or to another major component of the Agency. His papers may be shipped to all components. It would simplify procedures, therefore, to have one action cover any eventuality.
- b. Provisions in both paragraphs appear to overlook the possible usefulness of an Annual or Initial report which may already be on file in the personnel folder. Our experience during the last several months has convinced us that the Annual Report can be used effectively for this purpose. Its current validity can be established by a statement to that effect on the "Letter of Availability" which is also necessary to prepare in the case of proposed transfers.

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Recommendation: 1. Eliminate the requirement for submitting a report prior to a person's transfer or proposed reassignment if a previous report is on file and is still valid. Require a statement in the "Letter of Availability" to the effect that the information in the last prepared PER is the current evaluation of the individual and requires no change or modification.

2. Require a Special Report for transfer cases only when (1) no previous report is on file, (2) a report has not been prepared within the past year, or (3) the last prepared report requires changes, additions, or modifications.

2. It may be worthwhile at this time for office administrative representatives and selected supervisors to meet and discuss the contents of this proposed regulation with Personnel officials responsible for conducting the program in the Agency. Since the entire concept of this evaluation process is new in CIA, it may be of value to the DB/A's representatives to receive reports of practical application at the supervisory level. Our people would benefit as well from a presentation of problems and suggestions which would convey the overall Agency point of view.

3. When this regulation is published, it is requested that OGD be provided with 140 copies so that each supervisor may have one to retain.

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